

## **TOUR INFORMATION & GUIDELINES**

**A copy of this should be given to all teachers with your group. Teachers and adults are responsible for the behavior and safety of children they bring into the building.**

### **BEFORE YOU ENTER THE BUILDING....**

1. Bus drop-off and parking – There is no “Guest Parking” or “School Bus” parking designated for the Statehouse. Drivers need to bring visitors to the West doors of the Statehouse via Robert D. Orr Plaza (the only access to this street between the Government Centers is off of the north lanes of West St.). Buses can park at the Indianapolis Zoo for a fee of \$10.00. The zoo is west on Washington St. about 1 mile. Buses must be locked if the driver leaves the vehicle at the Zoo. Smaller vehicles may choose any parking garage in the area near the Statehouse. **Under no circumstances may buses remain parked on Robert D. Orr Plaza or on Senate Ave.** There are a limited number of handicapped spaces on Senate Ave, Robert D. Orr Plaza and Ohio Street. The only handicap access to the Statehouse is the west door off of Senate Ave. For maps showing the downtown area and parking garages go to the following website ([www.indydt.com/maps.cfm?lm=vd](http://www.indydt.com/maps.cfm?lm=vd)).
2. The **only** public access to the building is the west, lower doors **or** the east doors at the top of the steps. Be prepared to go through metal detectors and to have bags, backpacks and purses searched. This may take additional time prior to your tour; please account for this in your planning.
3. There is no coat room so if you do not want to carry coats or packages, please leave them on the bus or in your vehicles.
4. Remind the group that they need to enter the building quietly (they will be walking past working offices) and to dispose of food, drink and gum (not allowed on tour).

### **UPON ENTERING THE BUILDING...**

1. While in the building, adults with a group need to keep children from running, loud talking and from standing too close to our low upper floor banisters.
2. The directions of the Tour Guides always need to be followed; we reserve the right to end a tour at any time if the group is not receptive or cooperative.
3. Cell phones and pagers need to be turned off or put on a vibrate mode; if someone needs to take an emergency call, we ask that they step outside of the room we are visiting.
4. We often visit Executive offices and Legislative chambers and need to make sure that no one touches anything, opens any drawers or disrupts anything found on any desk. Help us preserve the right to visit these spaces.
5. Cameras, including those with flash, are permitted.

### **WHEN LEAVING THE BUILDING...**

1. Please remember to remain quiet as you exit the building. You will be leaving past the same offices you were near when you came in and loud groups are very disruptive to the State workers in these offices.

Thank you.

*We are looking forward to having your group here at the Indiana Statehouse!*